

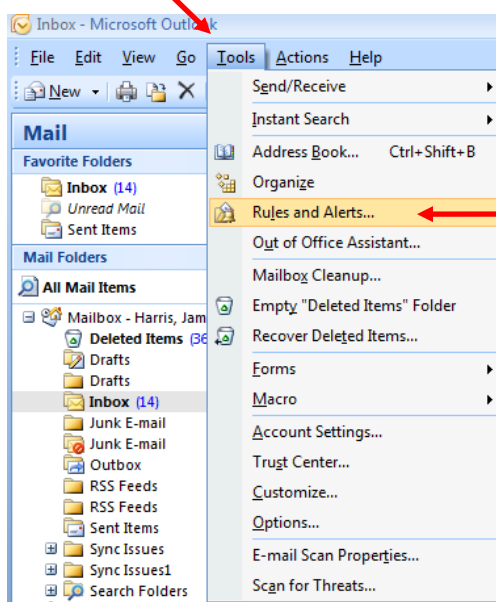


Enterprise Email Pre-Migration Step 2C Export and Save Outlook Rules

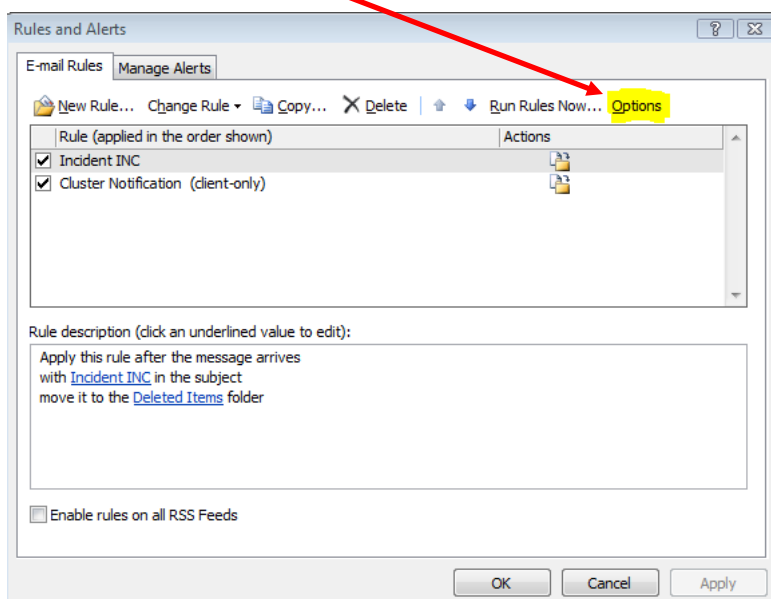


Many people have rules set up in Outlook to handle incoming messages. This guide will explain how to export those rules and save them. After migration these rules can be imported.

1. Open **Outlook** and select **Tools** and then select **Rules and Alerts**.



2. The **Rules and Alerts** window will open. In the upper right hand corner of the window click **Options**. An **Options** window will open.

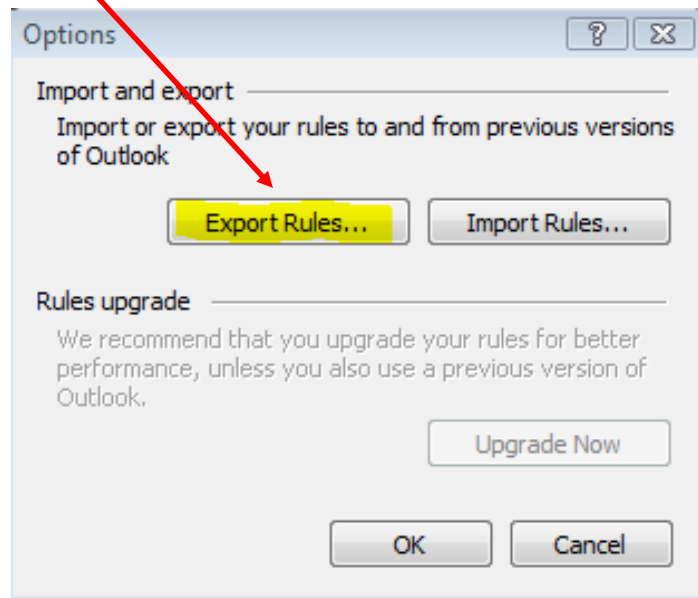




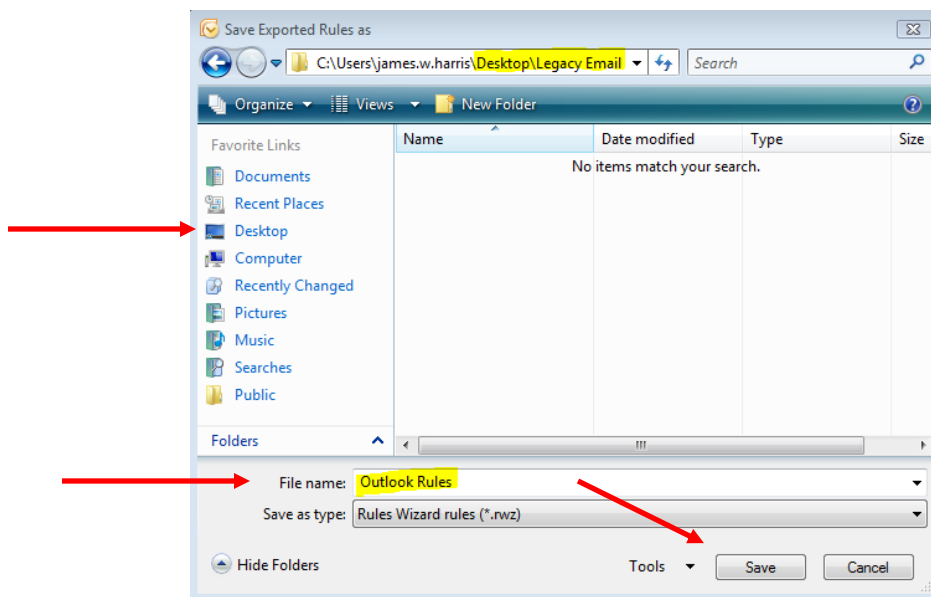
Enterprise Email
Pre-Migration Step 2C
Export and Save Outlook Rules



3. Click the **Export Rules** button.



4. Select **Desktop**. Double click the **Legacy Email** folder. In the **File name** field type "Outlook Rules". Click **Save**.

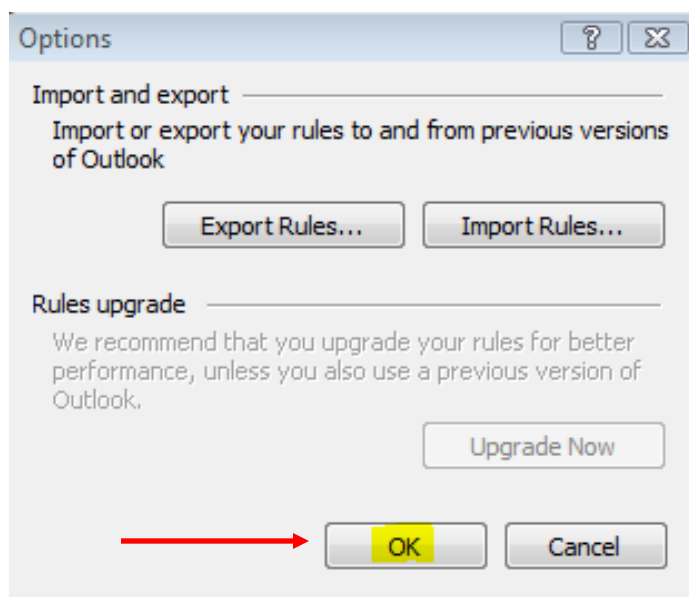




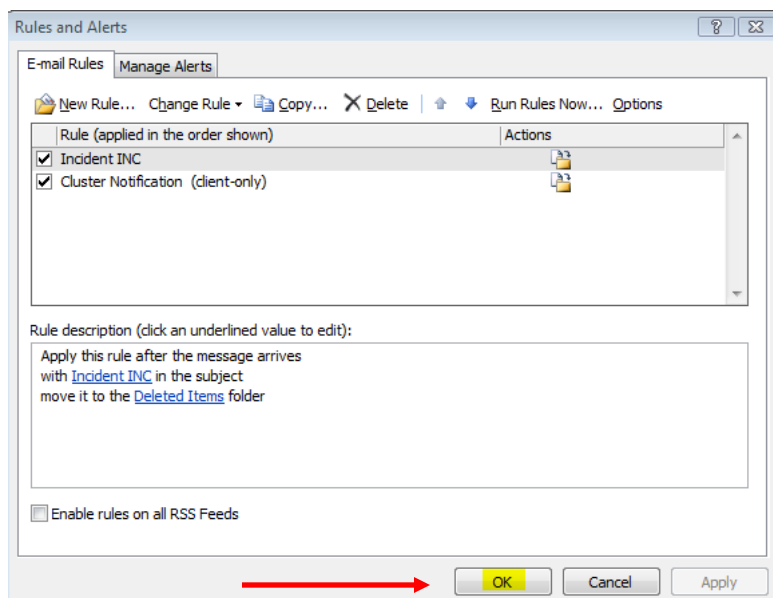
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5. The **Options** window will appear. Click **OK** to close it.



6. Click **OK** to close the **Rules and Alerts** window.



7. You have now finished saving your email rules and completed Step 2C.